



Foremarke Hall

Repton Preparatory School

Policy Statement

Taking, Storing and Using Images of Children

This policy is relevant to ALL staff (teaching and non-teaching) and should be read in conjunction with the following documents:

- Staff Code of Conduct
- Safeguarding (Child Protection)
- Cyber-Bullying
- Portable Electronic Devices Policy

Purpose and Aims

At Foremarke Hall, we are an open and inclusive community that is very proud of all of the achievements of all of our pupils in their academic, artistic and sporting endeavours.

We particularly welcome parents to our concerts, plays and sporting events, and we recognise that parents may wish to make a personal family record of their child's activities at school. This may include digital images, DVDs, videos and photographic print or slides. Parents are welcome to make such a record, subject to the conditions outlined in this policy.

The application of Data Protection Laws to taking, using and storing images of children

Parents who accept a place for their child at Foremarke Hall are invited to agree to the school using anonymous photographs of their child and information relating to his or her achievements for promotional purposes, which may be published in the prospectus or on the web site, as well as displayed within the premises, and in bulletins sent to the school community. The consent form that we use for this purpose is attached at Annex A. (Full details of the school's Data Protection Policy and of its Records Keeping Policy are available on request).

Use of images: displays etc

We will only use images of our pupils for the following purposes:

- Internal displays (including clips of moving images) on digital and conventional notice boards within the school premises
- Communications with the school community (parents, pupils, staff, Governors and alumni) via the school's web site and Flyer
- Marketing the school both digitally by web site, by prospectus (which includes a DVD), by displays at educational fairs and other marketing functions (both inside the UK and overseas) and by other means.

Use of images: internal identification

All pupils are photographed on entering the school and annually thereafter, for the purposes of internal identification.

These passport-sized photographs identify the pupil by:

- Name
- Year Group [and form/tutor group]
- House

They are securely stored in the password-protected area of the staff database, where access is restricted to academic, pastoral and school office staff.

Images that we use in displays and on our website

The images that we use for displays and communications purposes never identify an individual pupil. Instead, they name the event, the term and year that the photograph was taken (for example, "First XV rugby team, Lent Term 2012"). We only use images of school activities, such as plays, concerts, sporting fixtures, prize-giving, school trips etc in their proper context. We never use any image that might embarrass or humiliate a pupil. Pupils are always properly supervised when professional photographers visit the school. Parents are given the opportunity to purchase copies of these photographs.

Storage and Review

Our images are stored securely either in a lockable filing cabinet, or in a password protected section of the school's database. They are reviewed, updated and amended annually.

We have a procedure in place for regularly checking and updating our web site in every school holiday, when expired material is deleted.

Media coverage

We will always notify parents in advance when we expect the press to attend an event in which our pupils are participating, and will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are excluded from the event.

We will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people, including the children of celebrities.

Staff Induction

All new teaching and office staff are given guidance on the school's policy on taking, using and storing images of children.

Use of cameras and recording equipment by Parents and Guardians

- Parents are permitted to take photographs of their own children. Inclusion of other children should be incidental or restricted to team photographs; otherwise, photographs of other pupils should not be taken without the prior agreement of the child's/children's parents.
- All images are strictly for personal and family use only and must not be placed in the public domain. This includes publication on the internet: for example, on sites such as YouTube and on social networking sites such as Facebook unless in access-restricted areas. Any parent or pupil who is concerned about images that have been uploaded into a public domain should seek the cooperation of the person who uploaded the item, or make use of the website's facility to flag inappropriate content; if this fails to resolve the matter, the School should be informed..
- The rights of individuals must be respected and child protection ensured at all times.
- Parents must be mindful of the need to use their cameras and recording devices with consideration and courtesy for others.
- Flash photography can disturb others in the audience or cause distress for those with medical conditions, and should therefore not be used.
- Commercial copyright issues may prevent the School from permitting the filming or recording of certain events such as plays and concerts. If that is the case, the audience will be informed that there must be no infringement of copyright. The School may record certain performances (depending on the licence) for archive purposes and a copy of these will be available to parents on request.
- The School reserves the right to upload recordings and photographs into the public domain for promotional purposes.
- Parents are asked to refer to the School's Terms and Conditions which gives consent to the School to obtain and use photographs and/or images of pupils for promotional, press and educational purposes.

Day pupils are not allowed to bring phones into school and the use of cameras on mobile phones is not allowed, nor should photography be used in a manner that may offend or cause upset. The misuse of cameras in a way that breaches our anti-bullying policy is always taken seriously and may be the subject of disciplinary procedures.

Last Reviewed: Summer 2015

Next Review: Summer 2017

Photography and Recording Consent Form

(October 2013)

As Foremarke Hall has developed its website and marketing correspondence, we would like to take this opportunity to inform you that photographs and sometimes video recordings of our children on school trips and activities are taken regularly. Normally, these are done to show the children in assembly time, or shown to parents at presentation evenings. Sometimes, they are used on our website and in school magazines. We find this an important part of showing school life at Foremarke Hall and we have found the children love to see their pictures displayed in this way. We may also use these for similar displays at Repton School.

We would therefore appreciate your consent to include your child in our photographic library for this purpose. Please read the statement below and tick the box relevant to you. If you would like to specify any further regulations, then please attach these to the form.

Please return the form to the school office.

I authorise Foremarke Hall to take photographic images or recordings of my child at school or on school outings and to hold such images or recordings on hard drives or other media for the use of editing and printing purposes. I understand that these images may be published for marketing purposes. Surnames will not be included alongside any identifiable photograph of my child.

I understand that Foremarke Hall shall hold these images for an indefinite period, unless I/We request otherwise at a later date. In this case, all images shall be destroyed from all media and shall no longer be accessible by the school in any form. I understand that images already published to the public domain have no opportunity for effective withdrawal of consent.

Please tick the box that is relevant and sign:

- I agree to the above statement and give consent for my child's photograph or video recording to be used for marketing purpose by Foremarke Hall
- I have attached my own regulations for the use of my child's photographs
- I do not wish for my child to have their photographs or video recordings published by the school in any form

NAME OF PUPIL: _____

NAME OF PARENT/GUARDIAN: _____

SIGNED: _____

DATE: _____

